



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 5/21/2013	Interviewer: Laura Eckert	RFA #13 – 25
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU student and staff		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Medical hardship withdrawal		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/20/2013	[REDACTED] emailed LE	See email in file.
5/21/2013	LE t/c with [REDACTED]	Need more info. Gets permission from [REDACTED] to share her email with Director of [REDACTED].
5/21/2013	LE sent email to [REDACTED]	See email in file.
5/22/2013	[REDACTED] email to LE	See email in file
5/23/2013	T/c with [REDACTED]	
5/28/2013	LE t/c with [REDACTED]	
5/28/2013	LE t/c with [REDACTED]	Sets up meeting for Thursday
5/30/2013	LE meet with [REDACTED]	

5/30/2013	██████ emailed LE	Found the refund policy exception statement on the hardship withdrawal form. Thank you for speaking with me today. I am in process of emailing ██████ to set up an appt.
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Resolution:

- ☐ Resolved to Individual's Satisfaction [R]
☐ Transitioned to Complaint [F]

- ☐ Unresolved [U]
☐ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.